

## MANAGEMENT AND SAFETY

All educational chairpeople are expected to work together to integrate their programs of work when possible. This educational focus deals with management of finances, time, etc. and financial planning for the future as well as safety in all aspects of our lives. The chairperson should be aware of the following when planning the program of work.

- Promote Family Resource Management including time and money management, consumer protections and rights, health care decisions and community development;
- Promote safety programs such as: home, farm, food, school, business, disaster preparedness, and Home First Protection Programs. Materials on these issues are available from County Extension Offices;
- Promote and explore home-based business opportunities; and,
- Develop computer training programs for members.

Some programs available from Extension specialists and County Extension Offices include:

- Money Habitudes
- Positive Employability
- Recovering Your Finances
- Money Management
- In the Face of Disaster: Disaster Readiness and Response
- Investments
- Estate Planning
- Retirement Planning
- Protect Your Life from Scams and Frauds
- Stand Up to Falling
- Transferring Cherished Possessions
- Time Well Spent: Productivity Skills for Success

### **KEHA Management and Safety Chairperson – 2025-2028**

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# **MANAGEMENT AND SAFETY**

## **Program of Work for 2026-2029**

### **Topic: Safety, Organization, and Preparedness for Everyday Life**

The Management and Safety Educational Program of Work will focus on simple ways to help individuals and families stay safe, organized, and prepared in their daily lives. Learning how to plan ahead, stay organized, and understand safety practices can help reduce stress and support healthy homes and families. During this program cycle, the focus will be on three topics: travel safety; productivity and time management; and family and home safety organization. These lessons will help individuals build practical skills they can use at home and in their communities.

Through education programs and community activities, Homemakers can help share safety information and helpful resources with others. Members may work with local organizations, participate in community events, and share Extension materials that support safer homes and communities.

#### **Overall objectives:**

- Increase awareness of safety practices for travel, the home, and everyday activities.
- Promote simple strategies for staying organized and managing time.
- Encourage families to keep important information organized and easy to find.
- Share Extension resources that support safety, planning, and household organization.

### **Emphasis One 2026–2027**

#### **TITLE: Travel Safety and Preparedness**

Travel can provide opportunities for learning, recreation, and connection with others. However, planning ahead and understanding basic travel safety practices can help individuals avoid common risks and respond effectively when challenges arise. This lesson focuses on strategies that help individuals prepare for travel, understand safety considerations when traveling, and make informed decisions about accommodations and transportation.

Lesson Goal: To increase awareness of strategies that support safe and prepared travel.

#### **Objectives:**

- Identify important safety steps to consider when preparing for travel.
- Recognize safety considerations related to domestic and international travel.
- Identify strategies for selecting safe accommodations and transportation options.

#### **Resources:**

Lesson titled On the Go and In the Know: Travel Safe. Homemaker Leader Lesson may include:

- Facilitator's guide
- Travel safety planning checklist
- Educational handouts
- Evaluation tool

## **Emphasis Two 2027–2028**

### **TITLE: Productivity and Time Management for Everyday Life**

Managing time, responsibilities, and household tasks can sometimes feel overwhelming. Developing simple systems for organizing time, spaces, and routines can help individuals improve productivity and reduce stress in everyday life. This emphasis will focus on practical strategies that support organization, productivity, and the development of routines that help individuals manage daily responsibilities at home and in their communities.

This lesson will be based on resources from MoneyWi\$e, which highlight the importance of organizing spaces, reducing clutter, and establishing routines that support productivity and overall well-being. Additional information and lesson materials will be shared in the future.

Lesson Goal: To increase awareness of strategies that support productivity, organization, and time management.

## **Emphasis Three 2028–2029**

### **TITLE: Family and Home Safety Organization**

Keeping important health and safety information organized can help families respond more quickly during emergencies and manage important household information. This lesson will focus on organizing key household documents, health information, and safety resources using a Home and Safety Organizer. Additional information and lesson materials will be shared in the future.

Lesson Goal: Increase household preparedness through safety and organization.

## **Additional Management and Safety Lessons Available**

Situation: KEHA members need to have a better understanding of their finances. They should be knowledgeable about planning for their future as well as retirement needs. There are many ways to manage expenses.

Lessons Currently Available:

### **Financial Wellness**

Financial Wellness is considered one of the Eight Dimensions of Wellness in the National Volunteer Outreach Network's current project in common. This lesson will provide tips for minimizing financial stressors to help you improve your overall wellness. It offers strategies for taking stock of your financial situation and money choices so that you can increase your financial security and freedom of choice. We will explore ways to manage your spending, achieve financial and life goals, and avoid pitfalls that can derail your financial wellbeing. Materials include a publication, facilitator's guide, activity worksheets, optional PowerPoint slides, and evaluation form. Contact: Nichole Huff

### **How Does It Work? – Operating Your Devices**

Desktop computers, laptops, phones, tablets, smart watches...the list of new devices to learn grows longer every day! This lesson will cover the basics of working with commonly used devices. It will provide tips on how to get the most out of your device as well as troubleshooting some common problems. We will explore the common controls found on most touchscreens, learn how to navigate the settings, and share ways to improve how you use your device. This lesson will include a facilitator's guide, publication, PowerPoint, evaluation, handout suitable for mailing and suggestions for group discussion and activities. Contact: Rick Sellnow and Mark Mains

### **Staying Safe Online**

While anyone can fall prey to internet scams, older adults are often specifically targeted. This lesson will cover some basic safety rules for how to navigate online in a protected manner. The lesson will include information on setting strong passwords, spotting common online scams, managing your online content and social media, and being a good digital citizen. This lesson will include a facilitator's guide, publication, PowerPoint, evaluation, handout suitable for mailing and suggestions for group discussion and activities. Contact: Rick Sellnow and Mark Mains

### **Use a Vision Board to Realize Your Goals**

Researchers agree that writing goals down increases your chance of success. Similarly, the idea of creating a vision board is to bring your goal to life in a visual way. A vision board is a collage of images and words that depict your goals in a way that is meant to inspire or motivate you to achieve them. If we can view our goals daily and they inspire strong emotions in us, our goals will remain at the top of our conscious mind. A vision board can help motivate us to take action steps toward achieving our dreams. This lesson will include a MONEYWISE Newsletter, facilitator's guide, activity worksheet, evaluation, and success story. Contact: Kelly May

### **Stretching Your Dollar: What to Do When the “Ends” Don’t Meet**

“Making ends meet” is getting harder in today's economy. This lesson will cover how to make your dollars and resources go farther. The lesson will provide tips for managing your money in financially

tough times and offer strategies for saving on groceries, gas, utilities, clothing, and other household essentials. We will explore ways to manage fixed and variable household costs with tips on spending wisely, prioritizing finances, and saving when expenses are tight. Contact: Nichole Huff

### **Understanding Your Credit Score**

Does one number define you? Find out about the meaning behind credit scores, what makes a good one, and how you can improve yours. Materials include an informational handout, podcast, facilitator's guide, optional PowerPoint slides, evaluation, and marketing tools. Note that the podcast is optional but could be used during the presentation for group listening or as a listening option for a mail-out lesson. The facilitator's guide will provide discussion topics and group questions as usual. Contact: Kelly May

### **Selecting Sheets**

Cooling? Percale? Bamboo? Sateen? Can someone please tell us what that all means? With so many types of sheets available, it's easy to get confused. Let's put these questions to bed and unravel the mystery of thread count, too! "Selecting Sheets" covers the basics with a facilitator's guide, publication, PowerPoint, and evaluation. Contact: Jeanne Badgett

### **Estate Planning Basics**

If you're not sure where to get started drafting an estate plan, this lesson may help. Learn a few basics of estate planning, including how to establish goals for your estate and what information you need to gather as you begin the estate planning process. Materials include two publications, facilitator's guide, optional PowerPoint slides, and evaluation. Contact: Nichole Huff

### **Transferring Cherished Possessions: Estate Planning Tips for Non-Titled Property**

Distributing cherished possessions and other non-titled property is often overlooked when estate planning. Learn ways to create a plan for distributing household items – from treasured heirlooms to closets full of clutter. You will gain a better understanding of everything that makes up your "estate." Transferring Cherished Possessions will teach you how to create an Asset Distribution Plan and write a Letter of Last Instructions. Curriculum materials include publication, facilitator's guide, PowerPoint slides, participant activities, and evaluation. Contact: Nichole Huff

### **Handy to Have: Emergency Health Information Cards**

An Emergency Health Information (EHI) Card can be a helpful tool to have. If you are ever in an emergency where you need immediate medical treatment, but are not able to communicate with first responders, an EHI Card can tell medical providers important information about how to help you. This lesson focuses on who can benefit from carrying an EHI card, information that should, and should not be included on an EHI Card, and where to put copies of an EHI Card. Curriculum materials include EHI Card template, participant handout, facilitator's guide, PowerPoint slides, and evaluation. Contact: Katherine Jury

***Management and Safety Program of Work Report***  
**For data collected July 1, 2026, to June 30, 2027**

|                                                                                                                                                                                                                                                                                                                                                                                                  |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Name of person completing this form:</b> _____                                                                                                                                                                                                                                                                                                                                                |                     |
| <b>Phone:</b> _____                                                                                                                                                                                                                                                                                                                                                                              | <b>Email:</b> _____ |
| <b>For CLUB reports:</b> Club reports are due to the County Management and Safety Chairperson by <b>July 1, 2027</b> .<br><b>Club Name:</b> _____                                                                                                                                                                                                                                                |                     |
| <b>For COUNTY reports:</b> County reports are due via online surveys by <b>August 15, 2027</b> . The surveys will be available at <a href="https://keha.org/reports/">https://keha.org/reports/</a> by July 1, 2027. A copy of the submission should be mailed to the Area Management and Safety Chairperson by August 15, 2027.<br><b>County:</b> _____ <b>Number of Clubs reporting:</b> _____ |                     |

Number of **members** who:

1. Travel Safety
    - a. Participated in the Travel Safety lesson. \_\_\_\_\_
    - b. Can identify essential health and safety items that should be packed for travel. \_\_\_\_\_
    - c. Have used at least one of the travel safety tips learned in the lesson. \_\_\_\_\_
    - d. Feel confident making travel decisions that support your health and safety. \_\_\_\_\_
  2. Stretching Your Dollars
    - a. Participated in the Stretching Your Dollars lesson. \_\_\_\_\_
    - b. Can distinguish between needs and wants when prioritizing purchases. \_\_\_\_\_
    - c. Cut expenses when budgets are tight (this program year). \_\_\_\_\_ How much? \$ \_\_\_\_\_
    - d. Have charted “paydays” and due dates to prioritize spending. \_\_\_\_\_
  3. Understanding Your Credit Score
    - a. Participated in the Understanding Your Credit Score lesson. \_\_\_\_\_
    - b. Have requested a free credit report this year. \_\_\_\_\_
    - c. Have worked on at least one way to improve their credit scores. \_\_\_\_\_
  4. Transferring Cherished Possessions / Estate Planning
    - a. Participated in a Transferring Cherished Possessions and/or Estate Planning lesson. \_\_\_\_\_
    - b. Plan to contact an estate planning professional. \_\_\_\_\_
    - c. Plan to update or create a will. \_\_\_\_\_
  5. Emergency Health Information Cards
    - a. Plan to fill out and use an EHI Card for self. \_\_\_\_\_
    - b. Plan to share the information and/or EHI card template with others. \_\_\_\_\_
    - c. Number of people with whom members shared the EHI Card: \_\_\_\_\_
5. Please share a description of ANY other type of management and safety program conducted locally.
6. Please tell us about any successes in your county that you’d like to brag about! Suggestions are also welcome.